

**MINUTES OF MEETING
ISLES OF BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District was held on Friday, **February 17, 2023** at 10:30 a.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Scott Forshey-Friedman	Chairman
Joseph Zemel	Vice Chairman
Michael Della Penta	Supervisor
Nancy Brown	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Delton Stuck	Appointed as Supervisor

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comment

Mr. Oliver stated that this was the time for any audience members to comment on anything within the agenda and also for the budget hearing. Hearing none, the next item was followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Oliver stated that they had a general election during 2022 and two residents, Nancy Brown and Joseph Zemel, were elected to fill positions on the Board. He explained that he had already sworn in Ms. Brown and Mr. Zemel after the general election.

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B. Consideration of Candidate to Fill Board Vacancy

Mr. Oliver stated that Michael Della Penta was present at this meeting and was a Board member. He is considered a carry over Supervisor. No one qualified for the seat, but until that seat is filled Mr. Della Penta is filling that seat. Mr. Oliver asked if the Board had any nominations to appoint a Supervisor to fill that seat. There was a nomination for Delton Stuck to fill the vacant seat.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Appointing Delton Stuck to the Board of Supervisors, was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Oliver administered the oath to Mr. Stuck and Mr. Oliver reviewed the Sunshine Law and the Public Records Law. Mr. Haber noted that the Board was subject to Chapter 112, which is the Code of Ethics. He explained that the biggest thing to take away from that was the conflict of interest. Mr. Oliver noted the Form 1 and asked Mr. Stuck was directed to complete it within the next 30 days and provide it directly to the Supervisors of Elections.

D. Election of Officers, Resolution 2023-01

Mr. Oliver stated that Florida statutes, Chapter 190, required after each general election that the Board reconstitutes its officers. After brief Board discussion, it was decided to have Scott Forshey-Friedman serve as Chairman, Joseph Zemel serve as Vice Chairman, and the other three Supervisors serve as Assistant Secretaries. Mr. Jim Oliver serves as Treasurer and Secretary and other various members of GMS serve as Assistant Treasurers and Assistant Secretaries.

On MOTION by Ms. Brown, seconded by Mr. Forshey-Friedman, with all in favor, the Resolution 2023-01, Election of Officers with Scott Forshey-Friedman Serving as Chairman, Joseph Zemel Serving as Vice Chairman, and the other three Supervisors Serving as Assistant Secretaries, Jim Oliver serving as Treasurer and Secretary, and other Various Members of GMS to Serve as Assistant Treasurers and Assistant Secretaries, was approved.

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FOURTH ORDER OF BUSINESS

Approval of Minutes of the November 16, 2022 Meeting

Mr. Oliver presented the minutes of the November 16, 2022 meeting and asked if there were any additions, corrections, or deletions. The Board had no changes.

On MOTION by Mr. Forshey-Friedman seconded by Ms. Brown, with all in favor, the Minutes of the November 16, 2022 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Discussion of Fiscal Year 2024 Budget Process

Mr. Oliver stated that at their next meeting on May 17, 2023, they will have a proposed budget. He explained that Florida statute requires the Board to approve a proposed budget by June 30th of each year. Then they refine the budget and have a public hearing no sooner than 60 days after that. He noted that right now, it looked like they would have their adoption hearing on August 16, 2023. At the August 16, 2023 meeting, they would have a public hearing. After the public hearing, the Board will adopt a budget. Then, once the budget is adopted, they take that assessment roll and send the information to the tax collector and the assessments are collected on the tax bill that goes out on November 1, 2023. He explained that he didn't know exactly what the budget looked like other than the fact that they must deal with the same inflationary factors that they have been dealing with over the last year. He noted that there were no longer developer subsidies involved with this District and they were fully self-supporting now. Finally, he noted that at some point they were going to have to start building their capital reserves also.

Mr. Zemel asked if the May meeting could be moved to a Friday instead of a Wednesday. After brief Board discussion, it was decided to set the May meeting date for Friday May 19, 2023 at 10:00 a.m.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated that their office monitors the legislative session in Tallahassee and one of the bills that they have seen proposed is contemplating putting training obligations on CDD Board

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members. He explained that this has happened in the past and the bill did not pass, and they didn't know if it was going to pass at this session. He stated that they would let them know what they needed to do to fulfill those obligations. He also noted that the other bill that they see being processed that they think may have an impact on the CDDs deals with sovereign immunity. The CDD is entitled to sovereign immunity limitations, which means if they get sued for tort and the lawsuit is successful, there are limits on the dollar amount that the CDD would need to pay. The legislature is considering increasing those limits. He noted that they would be monitoring this and would keep the Board updated.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver stated that he had nothing to report, and he looked forward to working with this Board.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Zemel asked to get a map of the CDD's boundaries to further educate himself on the specific areas. Ms. Brown asked if the pond map could be added to the website. Mr. Forshey-Friedman responded that he would send a document.

NINTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of December 31, 2022 and Statement of Revenues & Expenditures

Mr. Oliver stated that this fiscal year was October 1st through September 30th. There are no unusual appearances on the income statement.

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B. Assessment Receipt Schedule

Mr. Oliver noted that they were at 94% on the assessment receipt schedule, which doesn't include any February distributions from the tax collector's office. They will be fully collected as they are each year.

C. Approval of Check Register

Mr. Oliver stated that included in the agenda package is a check register. The Board had no questions.

On MOTION by Mr. Forshey-Friedman seconded by Mr. Zemel, with all in favor, the Check Register, was approved.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 19, 2023 @ 10:00 a.m. at The Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092

Mr. Oliver stated the next scheduled meeting will be May 19, 2023 at 10:00 a.m. at the offices of GMS.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Forshey-Friedman seconded by Mr. Zemel, with all in favor, the Meeting was adjourned.

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Jim Oliver
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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson